



SAUGEEN ECONOMIC DEVELOPMENT CORPORATION

## CHECKLIST OF REQUIRED DOCUMENTATION

PLEASE USE THIS CHECKLIST IN THE PREPARATION OF YOUR LOAN APPLICATION.  
SEDC STAFF WILL WORK WITH YOU TO DETERMINE IF ANY ADDITIONAL DOCUMENTS ARE REQUIRED.

### *Main Documents:*

- ☐ **Business Plan** (in a Word Document or PDF file)
  - ☐ Executive Summary
  - ☐ Business Profile
  - ☐ Products and Services
  - ☐ Industry Overview/Market Analysis
  - ☐ Marketing Strategy and Competition
  - ☐ Management and Operations
  - ☐ Implementation
  - ☐ Financial Plan
  - ☐ Appendices and Checklist
  
- ☐ **Cash Flow Precast** (in an Excel Spreadsheet)
  - ☐ Project Costs
  - ☐ Cash Flow - Year 1
  - ☐ Cash Flow - Year 2
  - ☐ Business Assets and Liabilities
  
- ☐ **Personal Financial Statement** for each business principal and spouse (if applicable) and signed with witness
  - ☐ Contact and Credit Consent - Attached
  - ☐ Personal Net Worth (Assets & Liabilities) - Attached

**SAUGEEN  
ECONOMIC  
DEVELOPMENT  
CORPORATION**

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## CHECKLIST OF REQUIRED DOCUMENTATION CONTINUED

### *Additional Documents:*

☐ **Personal Documents** for each business principal and spouse (if applicable)

- ☐ Current T1 General Income Tax Summary Returns
- ☐ Residential Property Related Documents (if required)  
(i.e. Mortgage & MPAC Statements, Property Tax Bill and Insurance)
- ☐ Resume
- ☐ Identification: Copies of Birth Certificate or Passport, and Driver's Licence

☐ **Business Documents**

- ☐ Business Registration/Master Business Licence
- ☐ Certificate of Incorporation and Articles of Incorporation
- ☐ Business Number (BN) 9 digit CRA assigned
- ☐ 2 years of Historical Financial Year-end Statements (Profit & Loss and Balance Sheet)
- ☐ Interim (up-to-date) Financial Statement for Current Fiscal Year
- ☐ Aged Accounts Payable and Accounts Receivable
- ☐ Business Liability Insurance Plus
- ☐ Partnership Agreements
- ☐ Commercial Property Related Documents (if required)  
(i.e. Mortgage & MPAC Statements, Property Tax Bill and Insurance)

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